

**FIRE LIEUTENANT
STUDY GUIDE**

A written examination for the class of **FIRE LIEUTENANT** to be administered in **JEFFERSON PARISH F.P.D.** on **MAY 26, 2010**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIREGROUND OPERATIONS Knowledge of fireground command procedures sufficient to direct, perform, or supervise emergency scene operations, including performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; and identifying, assisting, or directing the handling of hazardous materials.	40.0%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention procedures and pre-fire planning inspections in order to collect information and become familiar with information which may become important in a fire or emergency situation; and knowledge of fire investigation procedures sufficient to recognize, secure, collect, and label evidence of arson; and to testify in court.	14.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to organize, direct, and evaluate the work of subordinates; and to resolve conflicts.	23.0%
RECORDS/REPORTS Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	14.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public; and presentations and demonstrations.	9.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
Pumping Apparatus Driver/Operator, 2nd ed., 2006.
Fireground Support Operations, 1st ed., 2002.
Fire Hose Practices, 8th ed., 2004.
Introduction to Fire Origin and Cause, 3rd ed., 2005.
Fire and Emergency Services Company Officer, 4th ed., 2007.
Fire Inspection and Code Enforcement, 6th ed., 1998.
Fire and Life Safety Educator, 2nd ed., 1997.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

NATIONAL FIRE INCIDENT REPORTING SYSTEM, (NFIRS), Office of State Fire Marshal/LA Department of Public Safety, January 1992. Published by: LA Division of Administration, Administrative Services, P.O. Box 44095, Baton Rouge, LA 70804.

NOTE: Available through Office of State Fire Marshal, 5150 Florida Boulevard, Baton Rouge, LA 70806.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for

an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.